

2012 Owner Controlled Insurance Program Questions

1. Please provide the **relevant experience and knowledge of the Respondent and/or Joint Venture Respondent** with respect to the Description of Brokerage Firm Tasks for the OCIP Program for the Administrative Support Services and Claims Management Services, as specified in the Broker Services Scope of Work.
2. Please provide the relevant **experience and knowledge of the key personnel of the Respondent and/or Joint Venture Respondent** who will become the DRPA OCIP Service Team with respect to the Description of Brokerage Firm Tasks for the OCIP Program for the Administrative Support Services and Claims Management Services, as specified in the Broker Services Scope of Work.
3. Does the Respondent and/or Joint Venture Respondent **both** agree to provide all of the written requirements as designated in the Request for Proposal Scope of Work and Description of Brokerage Firm Tasks All Programs and including Description of Brokerage Firm Tasks OCIP Program? Please explain any deviations from the written requirements.
4. Please provide a sample of evidence of adequate professional liability insurance coverage for both the Respondent and/or the Joint Venture Respondent.
5. Please provide any prior relevant experience with similar governmental entities and in particular, with Bridge and Transit Agencies in the last five years. This would include references and contact information.
6. Does the Respondent and/or Joint Venture Respondent accept contingent, supplemental or other forms of additional compensation from insurers? Please explain and provide your sample consent to compensation statement, if any.
7. Does the Respondent and/or Joint Venture Respondent expect to receive any additional compensation beyond the flat fixed service fee payable on the coverage being placed and in addition to compensation identified in your response to No. 6, above, please specify the nature, amount and source of such compensation.
8. Please explain your firm's evaluation and monitoring of insurance companies ratings based on the insurance companies' financial strength and policyholder surplus to comply with the Authority's written policy of A.M. Best Rating: A- (Excellent) or Higher and A.M. Best Financial Size Category Class VII or Higher.
9. Please explain your firm's call center information including service calls and claim reporting after work hours.

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10. Based on the schedule of insurance for the OCIP, which insurance companies does your firm represent on a direct basis and which insurance companies would have to be accessed through a wholesaler or intermediary?
11. In Task B, Program Management, #10, the RFP provides that “Broker/Consultant shall always be available to address in a timely and reasonable manner, any coverage, risk management or other insurance questions posed by Authority personnel, on all issues pertaining to the Owner Controlled Insurance Program. At the Authority’s request, the Broker/Consultant will provide a written follow-up documenting the guidance provided. In short, it is expected that the Broker/Consultant shall serve as a full-service Insurance Consultant to the Authority on the Owner Controlled Insurance Program.” Please explain your firm’s service capabilities and philosophy regarding this task. Describe your firm’s plan to accomplish this requirement.
12. The Authority is considering amending the template of the standard contract to include language that all OCIP enrolled contractors participate in the SIR when found negligent in causing property damage @ OCIP projects. Do you recommend participation and what has been your Broker/Consultant experience with other OCIP clients? Please explain.
13. From your firm’s OCIP experience, what classes, if any, should be excluded from the Authority’s OCIP and why? What are your recommendations?
14. What checks and balances are in place with your Claims Management Services representative to make sure, as an example, that the claimant’s failure to sign the suspension form after returning to work, does not result in a lump sum payment by the Authority rather than a monthly specific loss payment?
15. If your broker/consultant firm performs the OCIP administrative responsibilities, or partners with another firm to perform these services and there is a change in the OCIP Broker of Record, please explain in detail how the DRPA OCIP historical data will be transitioned from your firm to the new Broker of Record.
16. Please explain in detail, the OCIP Administrator’s handling of the enrolled contractors’ payroll and work hour tracking data.

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17. Please explain your process of “bid review” for assurance that the final OCIP bids received by the Authority contain the proper insurance deductions in order to offer the most competitive bid price.

18. Please provide a “sample” OCIP enrollment package that would be provided to the contractors.